The Constitution of
The Texas A&M University Amateur Radio Club

As Revised:

February 2026

1 Names and Definitions

1.1 Name

The name of this organization shall be the "Texas A&M University Amateur Radio Club", which may be abbreviated using the club callsign as: W5AC.

1.2 Definitions

The following definitions are applicable to this entire document, and shall be applied to all usages of the titles and other words utilized.

A) FCC refers to the Federal Communications Commission.

B) The Shack is the physical location of the Texas A&M University Amateur Radio Club's equipment and operating stations.

C) SOFC is the Student Organization Finance Center within the Texas A&M Department of Student Activities.

D) Well established communication methods are any methods that are regularly used to share information with club membership, which include, but are not limited to: email, Discord, and any nets that are regularly hosted by W5AC on the W5AC repeater system.

2 Purpose and Goals

2.1 Purpose

The purpose of this club shall be to promote amateur radio activity in the Texas A&M University community.

2.2 Goals

Amateur Radio Education: Organize workshops, training sessions, and guest lectures to educate members about amateur radio operation, regulations, and technology.

Technical Proficiency: Encourage members to develop their technical skills by offering opportunities for hands-on experience in building, maintaining, and troubleshooting radio equipment. Create a space for members to explore new technologies, experiment with radio-related projects, and contribute to advancements in the field.

Emergency Communication Preparedness: Train members in emergency communication procedures and protocols, emphasizing the role of amateur radio in disaster response and community support.

Collaboration with Other Clubs: Collaborate with other amateur radio clubs and related student organizations to exchange knowledge, share resources, and organize joint activities.

Field Operations and Contests: Organize field trips, outdoor operating events, and contests to provide practical experience in operating under varying conditions and improving competitive skills.

Cultural and International Exchange: Promote cultural exchange by connecting with amateur radio operators from different regions and countries.

Community Service: Contribute to the community by offering radio communication support for local events, charities, and public service initiatives.

Licensing: Expand and diversify the pool of amateur radio operators in the US, especially among youth, by offering support in obtaining amateur radio licenses by providing study resources, practice exams, and guidance throughout the licensing process.

3 Membership

All persons over the age of 18, or who are currently enrolled or employed with Texas A&M University interested in the Amateur Radio Service with a personal aim and without pecuniary interest, are eligible for membership. A person shall be considered a member of this club when said person has paid current dues, agreed to this Constitution, and agreed to the Bylaws. The club shall offer five classes of membership: licensed voting, unlicensed voting, licensed non-voting, unlicensed non-voting, and affiliate. By paying dues, one consents to the Constitution and the Bylaws. The club's university advisors and the station trustee are automatically given voting membership at no cost. In the event that an individual pays dues without meeting these requirements, they shall be refunded their dues payment as soon as possible.

3.1 Licensed Membership

Licensed Membership shall be defined into the following two categories. All licensed members must be verified and recognized as licensed by the Executive Committee. Licensed members have the privilege to act as a station control operator as long as they are operating within FCC Laws and the Bylaws.

A) Licensed Voting Membership

1) Have met the requirements set forth in section 7.1.

2) Must be verified and recognized as licensed by the Executive Committee. The Executive Committee shall promptly verify the station holds a currently valid amateur radio license.

3) Has voting privileges in meetings.

B) Licensed Non-Voting Membership

1) Have met the requirements set forth in section 7.1.

2) Must be verified and recognized as licensed by the Executive Committee. The Executive Committee shall promptly verify the station holds a currently valid amateur radio license.

3) Does not have voting privileges during meetings.

3.2 Unlicensed Membership

Unlicensed Membership shall be defined into the following two categories. Unlicensed members do not have the privilege to act as a station control operator as long as they are operating within FCC Laws and the Bylaws.

A) Unlicensed Voting Membership

1) Have met the requirements set forth in section 7.1.

2) Has voting privileges in meetings.

B) Unlicensed Non-Voting Membership

1) Have met the requirements set forth in section 7.1.

2) Does not have voting privileges during meetings.

3.3 Affiliate Membership

In addition to the classes of members prescribed above, W5AC offers an Affiliate Membership. This option allows for people who are affiliated with other organizations or associations to be notified of and participate in W5AC activities. This membership does not grant any privileges except while engaged in a W5AC activity. Affiliate members are not granted representation as a voting member. It further serves as an introductory vehicle for people to explore The Texas A&M University Amateur Radio Club and in some cases as an initial exposure to amateur radio. There are no dues requirements for this option.

4 Club Leadership

4.1 Advisors

4.1.1 Requirements for Advisors

A) The advisors to the Texas A&M University Amateur Radio Club shall be Texas A&M University employees as defined by the Division of Human Resources and Organizational Effectiveness. The advisors must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the purpose, goals, and activities of the club.

B) The advisors and Executive Committee shall hold meetings upon request by either party. They shall be available for consultation outside of these meetings.

C) The advisors shall assist the organization with the development of goals and objectives for the academic year. The advisors shall also assist the organization with event planning and facilitation. When necessary, they shall attend events as identified through the planning process.

D) The advisors shall be aware of the University Student Rules and shall assist the organization with adherence to these expectations.

E) The advisors shall be bound by this document, and the Bylaws.

4.1.2 Replacement and Removal of Advisors

If for any reason an advisor is no longer willing and/or able to fulfill the responsibilities, the advisor must formally disclose this in writing to the student organization and to the Department of Student Activities. If an advisor violates any portion of this document or cannot fulfill their responsibilities or expectations, the organization may proceed with removal of the advisor.

To remove an advisor, voting members may provide a motion and second to the Executive Committee, who shall send it to the voting membership through all well established communication methods. The Executive Committee must schedule a meeting no sooner than 1 week and no later than 1 month after receiving a removal motion. The advisor will be removed by a three-fourths vote of voting members during the meeting, provided a quorum exists.

Upon removal, the advisor must immediately transfer all ownership, access, permissions, and privileges for any W5AC entities, property, accounts, and assets to the Executive Committee.

4.2 Officers

4.2.1 Requirements for Officers

The officers of this organization must meet the following requirements:

A) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office.

   1) For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

   2) For graduate-level students, the minimum cumulative and semester GPR is 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the

full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

B) Be in good standing with the university and enrolled in:

1) At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
2) At least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

C) Officers shall be considered ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B).

4.2.2 Selection of Officers

Nomination of officer candidates shall take place through a sign up form that will be sent out no later than one month prior to the business meeting in which elections will take place. Any voting member may sign up to run for an officer position and nominees may switch positions or remove themselves from the form at any point prior to 24 hours before the start of the election business meeting. At this time the form will be final and any names on the list will be included on the ballot accordingly.

Officers shall be elected for a term of one calendar year by ballot of the voting members present during the final business meeting of each spring semester. This meeting shall take place in the month prior to the last day of final exams.

4.2.3 Vacancy of Officer Positions

In the event that an officer is no longer eligible to serve (graduates, etc.), that officer shall resign and notify club members by all well established methods of communication.

Following officer removal or resignation, a special election business meeting shall be scheduled no sooner than 1 week and no later than 1 month. Nomination of officer candidates shall take place through a sign up form that will be sent out immediately following the resignation. Any voting member may sign up to run for an officer position and nominees may switch positions or remove themselves from the form at any point prior to 24 hours before the start of the special election business meeting. At this time the form will be final and any names on the list will be included on the ballot accordingly. The elected officer serves for the remainder of the term.

4.2.4 Discipline of Officers

Concerns with officers or violations of club rules may be reported by any member directly to any of the officers or club advisors through any well established communication method. As members, an officer or advisor can second the motion proposed by the complainant to fulfill the motion requirement for removal of officers as defined in section 4.2.5.

Any officer found in violation of club rules or negligent in their duties as defined in section 4.2.6 may be disciplined as outlined in section 4.2.5.

4.2.5 Removal of Officers

To remove an officer, voting members may provide a motion and second to the Executive Committee, who shall immediately send notification of the motion to the voting membership and officer in question through all well established communication methods. The Executive Committee must schedule a meeting no sooner than 1 week and no later than 1 month after receiving a removal motion.

At the removal meeting, the officer in question and any other members may share their perspective. If the vote for removal finds in favor of such action, the officer will be removed by a three fourths vote of voting members during the meeting, provided a quorum exists.

4.2.6 Duties of Officers

The President, Vice President, Secretary, and Treasurer shall together be called the Executive Committee. The Executive Committee shall assume responsibility and delegate authority for all club projects. They shall meet on a monthly basis during the Fall and Spring semesters. The following specific duties shall be required of each officer:

A) President

1) Shall preside over business and executive meetings
2) Shall enforce due observance of this Constitution and Bylaws
3) Shall decide all questions of order during club meetings
4) Shall sign official documents on behalf of the Executive Committee, and only those that are duly adopted by the Executive Committee
5) Shall communicate with the officers and university advisors on all matters
6) Shall perform all customary duties pertaining to the office of president

B) Vice-President

1) Shall assist the president in all matters
2) Shall preside over meetings in the absence of the president
3) Shall arrange for all speakers and presentations at club meetings
4) Shall assume responsibilities of the president in the event that the president cannot perform their duties

C) Treasurer

1) Shall keep accurate records of all fiscal transactions
2) Shall present a fiscal report at all meetings
3) Shall perform all fiscal transactions including the receipt of dues, equipment purchases, and repairs in a timely manner

D) Secretary

1) Shall keep accurate records of all meetings
2) Shall maintain a roster of members
3) Shall maintain the Constitution and Bylaws of the Texas A&M Amateur Radio Club and cause all amendments, changes, and additions to be noted therein

4) Shall make the Constitution and Bylaws of the Texas A&M Amateur Radio Club available to members upon request
5) Shall send correspondence of appreciation to outside individuals contributing any type of support to the club
6) Shall regularly check for correspondence directed to the club or to members of the club

The Executive Committee, as the official representatives of the club, must conduct business in a manner above reproach; they may not indebt the club as an organization to any other person, organization, institution, or entity either in writing or in word.

4.3 Station Trustee

The station trustee shall hold at least a General Class Amateur Radio License and shall assume all responsibility for use of the club callsign with regard to FCC regulations. Appointment of the station trustee shall be done by a club vote. Removal of the trustee must be done with a motion and three-fourths vote of voting members. A removal motion must have a replacement trustee specified. The vote enacts both the removal and appointment, pending required FCC paperwork. When addressing possible violation(s) of FCC regulations, the station trustee shall have the final authority on the operation of the station.

4.4 Directors

Directorship positions may be created, filled, or removed (subject to section 4.4.1) at any time by a majority vote of the Executive Committee, with the club's primary advisor acting as tiebreaker. Each director must be a current member of W5AC. A list of definitions for directorship positions is found in Appendix B.

4.4.1 Required Directorships

The positions of QSL Manager, Repeater Administrator, and License Exam Coordinator shall be filled at all times. Removal of these positions shall also specify a replacement director subject to the below conditions. Should one or more become vacant for any reason, the Executive Committee shall immediately work to fill the position. The candidate for QSL Manager and Repeater Administrator must be approved by the Executive Committee, Advisors, and the Station Trustee. The Repeater Administrator shall also be approved by points of contact for buildings where the club has radio infrastructure. The candidate for License Exam Coordinator shall be approved by the Executive Committee, Advisors, and Volunteer Examiner Coordinator (VEC).

5 Removal Procedures

5.1 Federal Communications Commission Violations

Violations of FCC rules conflict with W5AC's stated mission and purpose. Any member receiving a notice of violation of FCC rules, or observed violating FCC rules, shall immediately cause a review of their actions by the Executive Committee. The Executive Committee shall have the authority to issue a warning, issue a temporary suspension, or issue a complete revocation of their membership for the current semester. The

Executive Committee shall give notice to the member of its decision prior to a vote on the question at least three days in advance of the vote. A member may share their opinion on the question of their membership with the Executive Committee prior to the vote. The Executive Committee also reserves the right to ignore any given violation when the conditions do not warrant any other action. If a member that has been issued a warning, suspension, or revocation wishes to reinstate themself as a member of the club after the semester in which they is issued a suspension or revocation, they must meet the approval of the Executive Committee, the Station Trustee, and the demands set forth in section 3. Should the potential violator be a member of the Executive Committee, the Executive Committee will temporarily exclude that member for the resolution of their membership status. Should a majority-supported verdict not be reached, the club's primary advisor will cast the deciding vote.

Failure to notify the Executive Committee of any such possible violation or violations while using W5AC facilities or the W5AC callsign is grounds for any of the above actions by the Executive Committee.

5.2 Club Rule Violations

Any member found in violation of club rules shall be issued either a warning or a notice of the termination of their club membership. The member may appeal such termination before the club's primary advisor, in writing within two weeks of the issuance of the termination notice. Based on this appeal, the club's primary advisor may reverse the Executive Committee decision or let it stand.

6 Meetings and Referenda

If a situation arises in a meeting or referendum which is not covered in the Constitution or Bylaws, refer to Robert's Rules.

6.1 Meetings

Business meetings shall be held at least once per fall and spring semesters. The Executive Committee or an advisor may schedule and preside over a business meeting, and shall notify the membership of upcoming business meetings by all well established methods of communication. The voting membership shall vote on motions proposed and seconded by any voting members during a business meeting. If the motion or any subsection of the motion conflicts with the Constitution or the Bylaws, the Executive Committee shall return the motion to the members who motioned and seconded it along with a citation of which sections the motion violates. The member will have a chance to revise the motion and resubmit it. If the member who proposed the motion and the member who seconded it agree to retract the motion, then voting will immediately close and the motion shall not be adopted. Members count as present if synchronously attending business meetings remotely or in person. A vote by the voting membership requires greater than one half consensus to pass, unless otherwise specified in this document.

6.2 Referenda

Business may be handled outside of meetings by holding referenda. Any voting members may propose and second a motion to the Executive Committee. The Executive Committee shall promptly submit notification of any duly proposed motion to the membership by all well established methods of communication. Failure to promptly notify the membership of a duly submitted motion is a serious breach of trust and is grounds

for officer removal. The notification shall list the members who proposed the motion, and shall define a voting period not less than one week and not more than one month. If the motion or any subsection of the motion conflicts with the Constitution or the Bylaws, the Executive Committee shall return the motion to the members who motioned and seconded it along with a citation of which sections the motion violates. The member will have a chance to revise the motion and resubmit it. If the member who proposed the motion and the member who seconded it agree to retract the motion, then voting will immediately close and the motion shall not be adopted. The Executive Committee shall submit a notification of the retraction by the same methods used to announce the referendum. Responses will be collected according to the same system as that for absentee voting. To be considered a valid vote, a quorum of responses must be received within the voting period. At the end of the voting period, the vote closes and is deemed valid as if it were conducted during a business meeting.

6.3 Quorum

A quorum shall consist of one-third of the voting membership. Voting membership count is determined by the total number of members who meet the requirements of either 3.1.A or 3.2.A. Quorum must be calculated separately for each motion to take into account absentee votes for motions that are sent out in advance. Quorum includes those at the business meeting and any absentee votes.

6.4 Absentee Voting

Any member unable to attend a business meeting and wishing to vote on motions sent out to the membership in advance may submit their vote to the Executive Committee in writing, provided that the submitted vote is verifiable by the Executive Committee. Examples of verifiable information include but are not limited to the signature of the voting member and known email address. Once the vote has been received, it shall count for the purposes of quorum on that motion.

7 Finances

7.1 Dues for Membership

W5AC collects dues for membership. The dues are set in the Bylaws section 1.

7.2 Monies

7.2.1 SOFC Requirements

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the SOFC and/or the Fiscal Office. All funds must be deposited within one business day after collection. An advisor to this organization must approve and sign each expenditure before payment.

7.2.2 Expenditures

Any expenditure of greater than $125 must be approved by a majority vote. Authority to make expenditures under $125 may be granted in advance by the Executive Committee.

7.2.3 Financial Propriety

The Executive Committee may not sell, trade, or otherwise bargain with club property, with the exception of club property that has previously been approved by the club for sale, disposal, or other transfer out of the club's possession.

7.3 Emergency Expenditures

In the event that an expenditure of money is required to prevent immediate damage to club property or university property entrusted to the club, or remediate damage that has already occurred, and

A) the Executive Committee believes, in good faith, that remediating said damage is in the best interest of the club, and

B) such an expenditure must be made before the soonest opportunity for a proper club vote,

the Executive Committee members, including the club advisors, who shall be contacted in a timely manner, may authorize such expenditures by majority vote, subject to the all the following restrictions:

A) the club members must be informed via all well established communication methods as soon as possible, preferably before the expenditure has been made;

B) only the minimum expenditure necessary to prevent further damage, or remediate damage that has already occurred may be authorized without a vote by the club members;

C) following the invocation of this clause, the members of the Executive Committee must communicate through all well established methods: who authorized the expenditure, the justification for the amount of the expenditure, and justification for the urgency of the expenditure;

D) the Executive Committee may not authorize any expenditure exceeding the club's current SOFC account balance.

8 Revision of this Constitution

8.1 Amendments

This Constitution or Bylaws may be amended at any time by a three-fourths vote of the voting members present at a regular business meeting where a quorum exists, subject to the approval of the Department of Student Activities. Proposals for amendments shall be submitted in writing to the Executive Committee, which must notify the membership of the proposed amendment. The amendment must be voted on at a business meeting at least a month after the notification is sent.

Proposals for amendments to the Bylaws shall be submitted in writing to the Executive Committee, which must notify the membership of the proposed amendment. Bylaws may be amended by referendum.

8.2 Review

This document must be reviewed, revised, and submitted annually to the Department of Student Activities for approval.

8.3 Emergency Revision and Amendment

In the event that the club is notified that it is necessary to amend the Constitution or Bylaws of the club in order to maintain recognized status as a student organization with the Department of Student Activities, and such amendment must be made more quickly than the regular procedure allows, the Executive Committee members, including the club advisors, shall amend the club Constitution and Bylaws, subject to all the following restrictions:

A) A reasonable attempt must be made, via all well established methods of communication, to notify the club members that such an amendment is necessary before any amendments are accepted;

B) Any proposed amendment must modify the Constitution only to the minimum extent reasonably necessary for the club to maintain recognized status;

C) Any proposed amendment must be approved by the available Executive Committee members by a majority vote in order to be accepted;

D) Any accepted amendments must be reported to the club members immediately following the amendment.

Any accepted amendments that meet all above restrictions shall be effective immediately. Amendments made by the Executive Committee must be either approved by the voting membership, or reworded such that it maintains compliance with the changes required by the Division of Student Activities.

A Jurisprudence

This appendix serves as a commentary to explain why some parts of the Constitution don't take the naïve approach and other possible pitfalls.

1. No comment
2. No comment
3. A) 3: Membership is available to all over the age of 18 and those who are under 18 but are enrolled or employed with Texas A&M University. This is specified to allow as many people as possible, but avoid the requirement to fill out paperwork for minors for every event.

   B) 3.3: A food vendor permit is required to give food to anyone who is not a member of the club. Therefore, affiliate membership can be conferred at no cost to prospective members who are visiting a club meeting or event so they are not excluded from eating in the event we have food.
4. A) 4.2.4: It should be noted that reporting concerns about an officer to the officer team or advisors is not required to initiate the removal of an officer as descried in section 4.2.5. This serves as a means to address concerns through a third party without resorting directly to the removal of said officer.

   B) 4.3: Change of Station Trustee requires a copy of the meeting minutes in which the voting membership approved a change, signed by all officers. The meeting minutes are submitted with FCC form 605-C.

   C) 4.4.1: These requirements are for positions which have legal implications for the club. The QSL Manager is responsible for logging, which is required under FCC regulations, so the Station Trustee is specified as well. The Repeater Administrator is responsible for stations running under Automatic and Auxiliary control, which have additional requirements under FCC rules. The additional requirements of Station Trustee as well as the point of contact for buildings where infrastructure is installed were added to protect our relationship and access to building roofs while also allowing the Trustee who is legally responsible for the equipment to also approve the candidate. The License Exam Coordinator works with the Volunteer Examiner Coordinator (VEC) and must be approved as a lack of approval results in the club no longer offering licensing as specified in the club goals.
5. No comment
6. No comment
7. A) 7.2: The SOFC has a policy that we can't pass their 3% + 40¢ fee for paying through marketplace onto the customer because that "discriminates against people who use credit cards". We can however provide a discount to those who pay with cash or check, which is pretty much the same thing. Their rule revolves around what the advertised price is. "You are prohibited from billing consumers a fee for using a credit card. This is considered surcharging. The prohibition on surcharging ensures that credit card holders are not discriminated against at the point of sale. However, discounts on cash purchases are permitted. For example: a t-shirt may cost $22, and then the RSO [recognized student organization] may offer an in-person discount of $2, which will reduce the payment to $20. The RSO will advertise the t-shirt cost at $22 and offer a cash discount of $2 to those who are paying by cash or check. This must be stated in the product description on Marketplace."
8. No comment

B Directorship Definitions

A) Academic Relations: Shall be responsible for maintaining a connection between the club and Texas A&M faculty whose work involves RF technology to foster relationships between the University and members with an interest in RF technology.

B) Equipment Manager: Shall be responsible for: maintaining an inventory of all club property and records of where it is normally kept; helping club members check out club equipment and maintaining a list of who has checked out each item; and working with the Treasurer to purchase and sell club equipment and supplies, with permission of the club membership.

C) Historian: Shall be responsible for ensuring the preservation of historical documents and artifacts important to the club. The historian shall also be responsible for the documentation of club events and activities.

D) License Exam Coordinator: Shall be responsible for leading the volunteer examination team, attaining accreditation for volunteer examiners, scheduling and leading test sessions, and uploading documentation to the VEC.

E) Newsletter Editor: Shall be responsible for the gathering of information to publish regularly in a club newsletter, and distributing the newsletter in a timely fashion. The newsletter editor is responsible for keeping subscription records.

F) Director of Operations: Shall be responsible for coordination of all group activities involving radio communications such as contests and public service efforts.

G) Repeater Administrator: Shall be responsible for coordinating maintenance on all club repeaters, including the resolution of any frequency coordination conflicts that may arise from time to time, and maintaining the frequency coordination status on all club repeaters.

H) Director of Public Relations: Shall be responsible for all meeting notices, social media, flyers, press releases and other aspects of maintaining strong media relations. They shall also be responsible for publishing a club newsletter on a regular basis.

I) QSL Manager: Shall be responsible for sending, receiving, distributing, and organizing all QSL cards for the club station, as well as uploading logs to the ARRL Logbook of the World.

J) Director of Traffic Handling: Shall be responsible for ensuring that a representative of the club regularly checks into traffic nets and for maintaining the integrity of traffic passed during emergency events. The director of traffic handling must also ensure that monthly reports of traffic handling are sent to the ARRL Section Traffic Manager.

K) Webmaster: Shall be responsible for ensuring the club website content is up to date and accurate. The webmaster will also be responsible for site redesigns, as necessary.